

CONFERENCE CALL

1-TROUBLE REPORT
ED
Auth # _____

2-CHANGE
Today's
Date: _____

3-CANCELLATION
Conf. Call
Date: _____

1 Call (EST) Start Time _____ Estimated Trouble Occurrence Time: _____
Reported by: _____ Time Reported: _____

TECHNICAL PROBLEM(S)

Bad Connection Party Disconnected Started Late Other Technical Problem (Pl. Describe)

ADMINISTRATIVE PROBLEM(S)

Operator did not respond to "Dial-In" call at registered time.
Operator did not respond to conferees during conference.
Other Administrative Problem(s) [Please Describe]

2 Please Describe CHANGES To Be Made:

3 CANCELED By: _____ Phone # () _____ Fax # () _____

IRMS/TMB USE ONLY

Cancellation Rec'd _____ Canceled by: _____

COMMENTS FOR 1,2, OR 3:

Mail or FAX completed form to:
Delores Thomas, IRMS/TMB
7th & D Streets, S.W., Room 4608
Washington, DC 20202-4752
(202) 708-7261 *FAX (202) 708-8956

IRMS/TMB Use Only

Bridge Number _____
Controller Access Code _____
Conferee Access Code _____